



JEREMY DURAN

VIRTUAL TEAMMATE



SKILLS SUMMARY

- Customer Service
- Administrative Support
- Email Management
- File Management
- Office Software
- Apps
- Research

TOOLS

- Salesforce
- Google Suite
- Microsoft Office
- Go High Level
- Dialpad

PERSONAL PROFILE

An **Assistant** with 4 and a half years experience in various tasks. A tech savvy and problem solver that you can rely on. Resourceful expert at learning and making a solution to a problem.

WORK EXPERIENCE

FREELANCE VIRTUAL ASSISTANT

[BFD Holdings March, 2024-August, 2024](#)

- Process funding application.
- Organize Email, calendar, and files.
- Make Email to obtain required documents.

TECHNICAL SUPPORT REPRESENTATIVE

[Teleperformance | 2019-2023](#)

EDUCATION HISTORY

[Meycauayan College](#)

- Science, Technology, Engineering, and Mathematics (STEM)